

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-102-02
OCTOBER 1, 2003***

***Human Resources
Awards***

AWARDS FOR NOAA FISHERIES' PARTNERS AND STAKEHOLDERS

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[Approving Authority title]



NOAA Fisheries

National Marine Fisheries Service



AWARDS FOR NOAA FISHERIES' PARTNERS AND STAKEHOLDERS:

NOAA Fisheries Stewardship Award (NEW)

(Annual, Under development)

NOAA Fisheries Partnership Award (NEW)

(Quarterly, Under development)

NOAA Team Member of the Month Award

Recognizes one NOAA Team Member each month who has made significant contributions to NOAA programs, and has demonstrated exceptional and sustained effort toward accomplishment of NOAA's mission.

Eligibility

This award gives tribute to a NOAA partner, stakeholder, or contractor who has demonstrated excellence in serving NOAA. For a contractor, the individual must be in compliance with the performance goals or measurements of the contract. Each Line Office and Staff Offices select a NOAA Team Member on a rotating basis that repeats every seventh month. When it is NOAA Fisheries' turn, this award represents an opportunity to recognize an individual who is critical to our mission but who is not a federal employee

Factors Considered

- Enhancement of Line or Staff Office service;
- Importance of contribution and extent to which it served to contribute to Line or Staff Office programs; and
- Originality of the contribution and the inspiration it may serve to NOAA employees toward excellence of performance.

Accomplishments Recognized

- Completed a short-term project or special assignment that required a unique or innovative approach;
- Contributed to improve public awareness and/or understanding of NOAA programs;
- Developed and implemented procedures that enhance office productivity;
- Enhanced program/project morale through teamwork;
- Exhibited flexibility in meeting new challenges under tight deadlines; or
- Provided front-line customer service that reflects favorably on the Line or Staff Office.

Nomination Package

• Contents of Nomination Package:

- One page narrative
 - o Nominee name, title;
 - o Nominee's office address and telephone number;
 - o Period of recognition; and
 - o Basis of the recommendation, include:
 - description of recent achievement or service, and
 - results of the contribution.
- Digital Photograph, high quality:
 - o Full 8x10 photo with a minimum of 2000 by 2000 pixels; and
 - o Taken from the waist up, portrait style.

Selection Process

Each NOAA Line and Staff Offices rotate the role of selecting the Team Member of the Month (**schedule attached**). NOAA Fisheries supervisors and managers may nominate an individual for recognition as Team Member of the Month when it is Fisheries' turn. The nomination is submitted to the respective Regional Administrator, Center Director, or Office Director, who, in turn, submits the nomination, accompanied with an endorsing memo, to the Assistant Administrator for Fisheries via the Management and Administration Division of the Headquarters Office of Management and Budget (F/MB2). The nomination selected by the Assistant Administrator for Fisheries is sent to NOAA Public Affairs at: teammember.month@noaa.gov .

Type of Recognition

The recipient receives a commemorative certificate signed by the Undersecretary of Commerce for Oceans and Atmosphere / Administrator of NOAA, as well as publicity in the form of poster displays, a page on the NOAA website, and *NOAA Report* articles including the names and photographs of those recognized.

NOAA Environmental Hero Award

The NOAA Environmental Hero Award is given to volunteers who have helped NOAA in a wide range of areas and are not NOAA employees.

Eligibility

Partners and stakeholders who have volunteered their time or who have worked closely with NOAA through their respective organizations (non-commercial) are eligible. Individuals, groups of up to 10 individuals, or organizations may be nominated. Past recipients are given at the web site: <http://www.noaa.gov/earthday/>

Award

Commemorative certificate and a letter of congratulations, both signed by the Undersecretary of Commerce for Oceans and Atmosphere / Administrator of NOAA. It is up to the nominating office to frame the certificate and the letter for presentation as well as arrange for an event at which to make the presentation.

Additional Information

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